

क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, (वस्त्र मंत्रालय - भारत सरकार)

एवं भारतीय रेशम मार्क संगठन, मुंबई अध्याय

REGIONAL OFFICE, CENTRAL SILK BOARD, (Ministry of Textiles – Govt. of India) &  
SILK MARK ORGANISATION OF INDIA, MUMBAI CHAPTER

16, मित्तल चेंबर्स, Mittal Chambers, नरीमन पॉइंट Nariman Point, मुंबई Mumbai – 400 021.		 SILK MARK Your Assurance of Pure Silk	ईमेल Email : <a href="mailto:csbro_mum@yahoo.com">csbro_mum@yahoo.com</a> <a href="mailto:mumbai@silkmarkindia.com">mumbai@silkmarkindia.com</a> , <a href="mailto:romum.csb.@nic.in">romum.csb.@nic.in</a> टेलीफोन: -Phone: - 022-22020330 & 022-22020326 फैक्स Fax: - 022-22020329
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No. SMOI/MUM/48/2018-19/Indore Expo/  
सेवामेTo

Date: 04-09-2018

महोदय Sir,

Sub: Printing of Invitation Card, ID Card, Publicity materials etc.,  
for Silk Mark Expo 2018, Indore - Calling for quotation -reg.

Silk Mark Organisation of India (SMOI), Mumbai is planning to print following items for various purposes for Silk Mark Expo-2018, Indore. Sealed quotations are invited for undertaking the DESIGNING AND PRINTING WORK with following specifications.

#	Items for Printing	Total Quantity	Rate (Inclusive of Designing)
1	<b>INVITATION CARD &amp; COVER</b> Size of card 5" x 7" Paper-300 gsm Art Card Size of cover 5.25" x 7.25" Paper -130 gsm Art Paper Mode of Printing – 4 colour Furnish cost with Designing	500 Pcs. /1000 Pcs. (Card & Cover) (Separate rate for each Lot)	
2	<b>ID CARD of EXHIBITOR/ ORGANISER</b> Size of ID Card -92mm x 54mm Mode of Printing-4Colour Digital printing Lamination -125 micron Hard Lamination. Furnish cost with Designing	150 Pcs. Exhibitor + 50 Pcs Organiser	
3	<b>HAND BILL (EXPO PUBLICITY)</b> A/5 Size Hand Bill, 130 gsm Sinar Art Paper printing 4 colour front & back	30,000 Pcs.	
4	<b>SILK MARK LOGO (Vinyl Stickers)</b> 6 Inch x 6 Inch 1 Ft. x 1 Ft.	300 Pcs. 150 Pcs.	
5	<b>GAME / SURVEY FORMS</b> A/4 Size, Paper -80 gsm Maplito Mode of printing single Colour Offset Printing front & back side	1000 Pcs. Binding – 100 pages, 10 books	

The quotations along with sample papers, specimen copies of the earlier printing work, in a sealed cover should reach to the Assistant Director (Insp.), Silk Mark Organisation of India, 16 Mittal Chambers, Nariman Point, Mumbai 400 021 on or **before 25.09.2018 till 11.00 AM**. Your quotation should be complete in all respects. It may also be necessary to inspect the press, if required. On such occasions the printer should give every facility to the representatives of the SMOI visiting the press to see its machinery, equipment and actual working. The SMOI is not bound to accept the lowest quotation and reserves the right to reject any or all the quotations without assigning any reasons, thereof.

Yours faithfully

Alok Kumar  
Assistant Director (Insp)  
SMOI, Mumbai

Encl: 1. Terms & Conditions

## TERMS AND CONDITIONS

1. **RATES AND APPLICABLE TAXES:** The parties should clearly quote the rates and applicable rate of taxes in their quotation separately. Any other statutory levies such as GST etc. is to be quoted separately and clearly by the parties for evaluation and to conclude rate contract.
2. **ESCALATION CHARGES:** No escalation charges will be entertained during the currency of the contract, once the quotation is accepted and contract is awarded.
3. **VALIDITY:** The rates quoted should be valid for a period of 90 days from the date of opening the quotation.
4. **E.M.D.:** The quotation should be accompanied with an EMD of Rs.1000.00 (Rupees One Thousand only) drawn by a demand draft/pay order in favor of "SILK MARK ORGANISATION OF INDIA-EXPO" Payable at Mumbai. The quotation received without EMD will be summarily rejected.
5. **LAST DATE FOR SUBMISSION OF QUOTATION:** The last date for submission of the sealed competitive rate quotation is **25.09.2018** up to **11.00AM**. The envelope containing the competitive quotation should be sealed and submitted, duly super scribing on the envelope as "**QUOTATION FOR SUPPLY OF PRINTING OF INVITATION CARD, ID CARD, PUBLICITY MATERIALS FOR SILK MARK EXPO, INDORE 2018**" and addressed to the Assistant Director (Insp), Silk Mark Organisation of India, Mumbai Chapter , Central Silk Board,( Ministry of Textiles, Govt. of India) , 16 Mittal Chambers, Nariman Point , Mumbai 400021.
6. **OPENING THE QUOTATION:** The quotations so received well within the stipulated date and time shall be opened on **25.09.2018 at 4.00PM** in the presence of the quotationer or their representative at the office of the Silk Mark Organisation of India, Mumbai Chapter , Central Silk Board,( Ministry of Textiles, Govt. of India), 16 Mittal Chambers, Nariman Point , Mumbai 400021.
7. **LATE QUOTATIONS ;** The quotations received after the due date and time prescribed shall be summarily rejected.
8. **REFUND OF E.M.D:** A cheque equal to the EMD amount shall be returned to the unsuccessful bidders within 30 days from the date of opening the quotation. The EMD of the successful quotationer shall be discharged only after satisfactory supply of the materials ordered.
9. **FORFEITURE OF THE E.M.D:** Failure to supply the ordered material within the stipulated period shall result in for forfeiture of the EMD.
10. **INCREASE OR DECREASE THE QUANTITY:** The Assistant Director(Insp.), Silk Mark Organisation of India Mumbai chapter reserves the right to increase or decrease the quantity of the material.
11. **RIGHT TO ACCEPT OR REJECT:** The Assistant Director(Insp.), Silk Mark Organisation of India Mumbai chapter reserves the right to accept or reject any (or) all the quotations either in part or in full without assigning any reasons thereof.

12. PAYMENT: The bill or cost of supply of the material shall be made only after satisfactory supply of the materials ordered. No advance payment shall be made.
13. BILL AMOUNT: Total bill amount should include the door delivery expenditure.
14. **SUPPLY: Full quantity of the material should be supplied to this office on or before 22.10.2018 to the following address:**

**The Assistant Director (Insp.),  
Silk Mark Organisation of India,  
Central Silk Board  
C/o. Hotel Mangal City, Plot No. A – 1,  
PU 4 Commercial Sch. No. 54, Vijay Nagar square,  
Mangal City Mall, Indore – 452010**

15. ADDITIONAL INFORMATION IF ANY : For any / all information the successful quotationer may contact the Assistant Director (Insp.), Silk Mark Organisation Of India, Mumbai Chapter , Central Silk Board,( Ministry of Textiles, Govt. of India), 16 Mittal Chambers, Nariman Point , Mumbai 400021.( 022-22020330, 22020326)

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